



CITY OF CORONADO

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
(619) 522-7331 / (619) 522-2418 (FAX)
COMMDEV@CORONADO.CA.US

HANDOUT
111
NOV 2016
COURTESY NOTICE
Demolition, Excavation, Shoring, New Construction

PURPOSE: To inform adjacent residents that construction activity on a subject property will commence in the near future.

AUTHORITY: Coronado Municipal Code 86.08.150, 86.09.190, 86.10.140, 86.14.150 and 86.56.632
'No building or demolition permit for the demolition or new construction of 200 square feet or more, in any residential zone, except R-5, R-PCD and R-SCD zones, shall be approved unless the adjacent residents are notified in advance of the permitted work commencing.'
2013 California Building Code - Section 3307 Protection of Adjoining Property
'3307.1 Protection Required. Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.'

- NOTES:
1. A permit to proceed with demolition or construction will not be issued for a minimum of 10 calendar days from the date of this notice.
2. Applicant must submit envelopes prepared with the applicant's return address, the recipient's address (as listed below), and proper postage to the Building Division for mailing of the Courtesy Notice by the City of Coronado. Enclose 1 copy of this Courtesy Notice in each envelope.
3. Envelopes shall be addressed: Resident At (Parcel Address) Coronado, CA 92118
4. Applicant must submit a listing of addresses to which the Courtesy Notice has been sent. The Applicant may request a listing of addresses requiring this Courtesy Notice from the Building Division.

DATA:
1. Application Date : _____ Project Address: _____
2. Project Description: _____
3. [] Demolition [] Excavation [] Shoring [] New Construction (CHECK ALL THAT APPLY)
4. Property Owner: _____ (Name) (Address)
_____ (Phone #) (E-Mail)
5. Contractor: _____ (Name) (Address)
_____ (Phone #) (E-Mail)

RECIPIENT: As recipient of this Courtesy Notice, you may want to contact the Owner or Contractor to learn the details of the project or when actual construction activities will commence so you can take appropriate measures to minimize dust, noise or other impacts on your property. Construction plans may be available for your review at the Building Division Office in City Hall. Please call (619) 522-7331 to ensure that plans have actually been submitted.